

~~CONFIDENTIAL~~

10 March 1986

MEMORANDUM FOR: Executive Officer, Office of Personnel

FROM:

Chief, Central Travel Services, OP

SUBJECT: Weekly Report- 3-7 March 1986

1. The level of travel requirements handled by CTS in the first months of 1986 exceeded that for the same period of 1985, which was itself a record year for travel. The increases in major categories, to date, are as follow:

2. CTS and United Airlines representatives surveyed the proposed site of the satellite ticketing office. During the survey, it was discovered that additional electrical outlets and terminal connections will be required to support the ticketing equipment. It is now estimated that our satellite office will not be operational until late May.

3. SIGNIFICANT BRIEFINGS AND MEETINGS

a. OIT representatives briefed CTS managers on the programming action completed in the Phase II enhancement of CATS, our automated system for processing travel accountings. CTS voucher examiners will now be briefed on these enhancements which will further assist them in their accounting tasks.

b. C/CTS met with to assess the funding outlook for the Traveller Project. As both OF and OIT have lost the FY 1986 funds which they had budgeted for Traveller, OIT will develop an alternative plan using staff resources to continue the enhancement of CATS and to provide linkages with the DI.